

Variance: Modification		
EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$2,136	
ENVIRONMENTAL	\$629**	
PDS REVIEW TEAMS	\$618	
STORMWATER		
DEH	SEPTIC/WELL	\$382
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE (<i>not included in total</i>)	\$1,000	
INITIAL DEPOSIT & FEE TOTAL \$2,754 (on Sewer and No CEQA) \$3,136 (on Septic/Well and No CEQA) \$3,383 (on Sewer and with CEQA) \$3,765 (on Septic/Well and with CEQA)		

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** If for setback reduction, do not collect environmental fees. Otherwise collect CEQA Exemption fee of \$629.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan (**See Note #4**)
- [126 Acknowledgement of Filing Fees and Deposits](#) (**see Note #1**)
- [222 Variance Advisory](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (**and any deeds**)
- [346V Supplemental Application](#)
- [366 Request for Review of Prior Environmental Documents](#) (**See Note #5**)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plan: **Four (4) hard copies.**
- Public Notice Package (**see PDS-516 for Specific Requirements**).
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [524 Vicinity Map/ Project Summary](#): **One (1) hard copy.**

PART C:

All items below are informational only and not to be submitted.

<u>090</u>	<u>Typical Plot Plan</u>
<u>209</u>	<u>Defense and Indemnification Agreement FAQs</u>
<u>260</u>	<u>Variance Applicant's Guide</u>
<u>267</u>	<u>Appointment Letter</u>
<u>515</u>	<u>Public Notice Procedure</u>
<u>516</u>	<u>Public Notice Applicant's Guide</u>
<u>906</u>	<u>Signature Requirements</u>
	<u>Policy G-3: Determination of Legal Parcel</u>

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Four (4) copies of plot plans. Plot plans must be 11" x 17" (Folded to 8 ½" x 11" with the lower right-hand corner exposed. Multiple sheets must be stapled into sets).
5. If for setback, Exempt CEQA Guidelines Section 15305. NO FEES REQUIRED. Otherwise, Exempt CEQA Guidelines Section 15305. Collect CEQA Exemption Review Fee.
6. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.